

Roles, Activities and Skills of a Mentor

Skill	Examples
Building and sustaining the personal relationship	<ul style="list-style-type: none"> a. talk time focused on feelings b. talk about mentoring and personal experiences c. get to know each other d. periodically review and discuss needs e. social time together
Networking with others	<ul style="list-style-type: none"> a. join professional associations b. encourage involvement and leadership roles in local, state, and national professional associations c. model the development of contact networks
Coaching	<ul style="list-style-type: none"> a. fill knowledge gaps in a variety of "how to" situations b. observe performance on-site and identify learning needs c. identify ways to work smarter rather than harder
Communicating	<ul style="list-style-type: none"> a. schedule mentoring meeting b. phone conversations c. e-mails d. observe speaking opportunities, seminars, etc.
Encouraging	<ul style="list-style-type: none"> a. write notes, compliments, calls, praise, contacts, listening
Facilitating	<ul style="list-style-type: none"> a. share files, read books, share work samples, co-present at conferences
Goal Setting	<ul style="list-style-type: none"> a. review personal goals and aspirations b. develop and critique professional goals and progress c. encourage building initiatives and professional development d. encourage advanced degree work
Guiding	<ul style="list-style-type: none"> a. discuss, review options but do not tell mentee a specific way to do something b. listen, ask questions for clarity
Conflict management	<ul style="list-style-type: none"> a. discuss conflict reaction characteristics and comfort levels b. model resolution skills c. listen, share, and guide as situations develop
Problem solving	<ul style="list-style-type: none"> a. brainstorm, evaluate, model, reflect
Providing and receiving feedback	<ul style="list-style-type: none"> a. evaluate oral and written communications b. review planning and implementation of programs
Reflecting	<ul style="list-style-type: none"> a. personal talk time; debrief; share stories; document events, activities, and incidents b. adult learning

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